



**Minutes**  
**Town of Lake Park, Florida**  
**Regular Commission Meeting**  
**Wednesday, July 3, 2013, 7:00 PM**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, July 3, 2013 at 7:40 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager Dale S. Sugerman, Town Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Town Clerk Vivian Mendez performed the Roll Call. Mayor DuBois led the pledge of allegiance.

**SPECIAL PRESENTATIONS/REPORTS**

None

**PUBLIC COMMENT:**

None

**CONSENT AGENDA:**

- 1. Regular Commission Meeting Minutes of June 19, 2013**
- 2. Authorize the Mayor to Execute Amendment #3 with Philips and Jordan, Inc for Disaster Debris Removal**

**Motion: A motion was made by Commission O'Rourke to approve Consent Agenda; Vice-Mayor Glas-Castro made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

**OLD BUSINESS:**

None

## **PUBLIC HEARINGS - ORDINANCE ON FIRST READING:**

- 3. Ordinance No. 08-2013 Text Amendment to Section 78-71 to include an "Animal Service Establishments" use as a Special Exception use, and "Animal Day Care Establishment", "Animal Grooming Establishment", "Animal Indoor Training Center", and "Pet Shop" use as a Permitted Use within the C-1 Business District, as well as creating a "Special Exception" subsection to the C-1 Business District to include some existing C-1 Permitted Uses and the new "Animal Service Establishment" use as a Special Exception Use. Modification to Section 78-2 to include definitions for the various uses being amended in the C-1 Business District.**

Town Manager Sugerman explained the item (see attached Exhibit "A").

**Motion: A motion was made by Commissioner O'Rourke to adopt Ordinance 08-2013 on First Reading and directed staff to draft an Ordinance that would require a notice provision regarding special exception uses within the C-1 Business District; Commissioner Flaherty made the second.**

Vice-Mayor Glas-Castro stated that she has a tough time approving a special exception that has an outdoor activity area without a site plan. She stated that depending on the characteristics of the site and the use additional information would be needed to support the special exception.

Mayor DuBois asked if as a part of the special exception application process if the Community Development Department has the ability to request or stipulate that the type of information that Vice-Mayor Glas-Castro is requesting be provided.

Town Attorney Baird stated that any proposed use should have a site plan accompanying it so that the Commission can evaluate the impacts on surrounding properties by the activities that are being proposed.

Town Manager Sugerman advised that this item is not the special exception application.

Town Attorney Baird concurred and stated that this item is an Ordinance approving uses within the C-1 Business District.

Mayor DuBois asked if the Community Development Department has the ability to require a site plan with any future special exception application under this Ordinance.

Town Manager Sugerman stated that the current Code does not require a site plan be submitted with a special exception application and that staff is contemplating bring forward an Ordinance to modify the Code to require a site plan.

Commissioner O'Rourke asked if any property within the C-1 Business District were to have an outdoor component would a special exception would be required.

Town Manager Sugerman explained that in order for a business within the C-1 Business District to have an outdoor component a special exception would have to be applied for and approved by the Commission and that the Town Commission could impose certain conditions on the applicant.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

Attorney Baird read the Ordinance into the record by title only.

**PUBLIC HEARINGS - ORDINANCE ON SECOND READING/QUASI-JUDICIAL:**

None

**NEW BUSINESS:**

**4. Authorizing and Directing the Mayor to Execute an Interlocal Agreement on Behalf of the Town in a Lawsuit Brought Against Florida Public Utilities by the Town of Palm Beach**

Town Manager Sugerman explained the item (see attached Exhibit "B").

**Motion: A motion was made by Commissioner O'Rourke to authorize and direct the Mayor to sign the Interlocal Agreement with the Town of Palm Beach and other Palm Beach County municipalities to bring a complaint against the Florida Public Utilities Corporation for failure to properly designate certain classes of customers and for failure to pay both the full amount of their franchise fee and property tax obligations; Commissioner Flaherty made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

**5. Designating the Town's Voting Delegate and Alternate to the Palm Beach County League of Cities**

Town Manager Sugerman explained the item (see attached Exhibit “C”).

Mayor DuBois asked if staff can be designated as a voting or alternate voting delegate.

Town Manager stated “yes” and that historically the elected officials are at the top of the list and staff at the bottom of the list.

Vice-Mayor Glas-Castro encouraged all the Commissioners to attend these meetings.

Commission O’Rourke asked if there is a Sunshine Law issue if all of the Commissioners attend the meetings.

Town Attorney Baird stated that there is not a conflict as long as two (2) or more members do not discuss Town business while at the meeting.

Mayor DuBois suggested that he be named voting delegate followed by the Vice-Mayor and the remainder of the Commission with the Town Manager listed as the last alternate voting member.

**Motion: A motion was made by Commissioner O’Rourke to designate Mayor DuBois as the voting delegate and the alternate voting delegates in the following order: Vice-Mayor Glas-Castro, Commissioner Flaherty, Commissioner O’Rourke, Commissioner Rapoza, Town Manager Sugerman for the Palm Beach County League of Cities; Commissioner Flaherty made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O’Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

## **6. Approval of Accounting Policies and Procedures Manual**

Town Manager Sugerman explained the item (see attached Exhibit “D”).

**Motion: A motion was made by Commissioner O’Rourke to approve the Accounting Policies and Procedures Manual; Commissioner Rapoza made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O’Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

**PUBLIC HEARINGS - OUASI-JUDICIAL HEARING:**

**7. Resolution No. 14-07-13 Site Plan Approval for a 5,250 square foot, Single-Story Office/Warehouse Building to be Located on Gateway Road'**

Mayor DuBois opened the Public Hearing.

Town Attorney Baird swore in the applicant, applicant representatives, and staff.

The Commission was polled regarding ex-parte communication regarding this item:

Mayor DuBois – None

Vice-Mayor Glas-Castro – None

Commissioner Flaherty – None

Commissioner O'Rourke – None

Commissioner Rapoza – None.

Nadia DiTommaso, Community Development Director explained the item (see Exhibit "E"). She requested that condition of approve number one (1) be amended by adding a sub-section "e" as follows: "Elevations referenced as sheets IA-5 and IA-6 and Photometric Plan referenced as SL1.1 signed and sealed and prepared by MMM Interior Design on May 29, 2013 and received and dated by the Community Development Department on May 29, 2013." She highlighted condition eight (8) regarding the height of the hedge material and condition fourteen (14) regarding a drainage easement agreement. She advised condition eighteen (18) in the staff report is to be re-numbered to seventeen (17). She stated that staff is recommending approval of the site plan subject to the seventeen (17) condition listed in the staff report (see Exhibit "E").

Commissioner O'Rourke asked if the property is within the Community Redevelopment Agency (CRA).

Nadia DiTommaso stated "yes" it is at the northern boundary of the CRA.

Matthew Ford, Asset Management and Representative of the Applicant, stated that the drainage easement agreement has been executed and recorded and that he would be available to answer questions. He stated that the applicant is looking forward to coming to Lake Park and beginning construction on a new facility.

Mayor DuBois asked what is the function of the building.

Mr. Ford stated office and warehouse.

Jean Chardon, President of Shellco Construction, provided background information on the company and stated that they are structural contractors and that the building will be used for office and warehouse with five (5) bays for equipment and vehicle storage. He stated that the construction work will not be performed on-site.

**Public Comment:**

*Honey Bryan, 2719 Ravella Way, Palm Beach Gardens*, stated that she is a commercial real estate broker and is here on behalf of the current owners of the property LPJ Properties. She confirmed that the drainage easement agreement has been recorded with Palm Beach County and the original recorded agreement will be provided to the Town. She stated that the owner of the property received approval in the past for a 10,000 square foot multi-tenant warehouse and noted that this plan is significantly less than the original plan for the property. She stated that the property owner supports the proposed site plan.

**Motion: A motion was made by Commissioner O'Rourke to approve Resolution 14-07-13 with the conditions provided by staff and the addition of section e of condition one (1) regarding the elevation and photometric plan and change the number of condition from eighteen (18) to seventeen (17); Commissioner Flaherty made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

Mayor DuBois closed the Public Hearing.

**TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:**

**Attorney Baird** wished everyone a happy and safe 4<sup>th</sup> of July.

**Town Manager Sugerman** stated that he needs a Commission appointment to the following Committees:

1. Palm Beach County Issues Forum meeting regarding FEMA maps on August 29, 2013 in Lantana at 10:00 am
2. Palm Beach County League of Cities Florida East Coast Initiative Task Force meetings regarding Railroad Grade Crossings related to All Aboard Florida, passenger railroad service and "Quiet Zone Crossings". The date and time will be forth coming.

Vice-Mayor Glas-Castro volunteered to attend the Palm Beach County Issues Forum meeting as the Commission representative.

**Motion: A motion was made by Commissioner O'Rourke to appoint Vice-Mayor Glas-Castro to represent the Commission at the Palm Beach County Issues Form meeting regarding FEMA Maps on August 29, 2013; Commissioner Flaherty made the second.**

Mayor DuBois stated that any member of the Commission can attend the meeting and encouraged them to do so.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

Mayor DuBois offered to serve as the Commission representative on the Palm Beach County League of Cities Florida East Coast Initiative Task Force.

**Motion: A motion was made by Commissioner O'Rourke to appoint Mayor DuBois to represent the Commission on the Palm Beach County League of Cities Florida East Coast Initiative Task Force; Commissioner Flaherty made the second.**

Mayor DuBois asked if an alternate could participate.

Town Manager Sugerman stated "yes".

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

**Commissioner Rapoza** suggested that the Commission hold more frequent workshops to be held from 6:30 pm to 8:00 pm and to limit the issues to one (1) or two (2) paramount issues. She thinks that this method will allow the Commission to better target, clarify, focus and solve issues. She commended Commissioner O'Rourke and Diane Bernhard for their work on the community newsletter. She suggested adding a phantom or mystery review of the restaurants be added to the newsletter. She suggested adding an Editor's corner and an area to promote community organization within the Town. She stated that the next Beginner's Computer Class will be held on July 17, 2013 and Advanced Computer Class will be held on July 18, 2013 at the Library and to contact the Library to reserve your seat.

Mayor DuBois stated that he likes the idea of having workshops and suggested that they be scheduled before the Regular Commission meetings when possible.

Commissioner Rapoza stated that she received a letter from Mr. Katz regarding the Marina and asked for an update from Town Manager Sugerman.

Town Manager Sugerman stated that Mr. Katz questioned in his letter whether or not the Town could control net casting from the Town pier and that the issue is being research by staff.

Commissioner O'Rourke stated that the casting of nets from fishing piers for commercial purposed is not permitted.

Mayor DuBois asked if the Palm Beach Sheriff's Office can provide enforcement.

**Commissioner Flaherty** thanked the Town staff that worked on the Community Celebration held on Saturday, June 29, 2013. He wished everyone a happy 4<sup>th</sup> of July.

**Commissioner O'Rourke** thanked the Town staff for their efforts on the Community Celebration.

**Vice-Mayor Glas-Castro** stated that she attended the Palm Beach County League of Cities General Membership meeting and provided an overview of the meeting. She explained that the speakers presentation was regarding the Port of Palm Beach dredging project and she shared concerns voiced to her from other communities about the project. She stated that she attended that the Palm Beach County League of Cities Code Enforcement Task Force meeting with staff and that foreclosures and Code Enforcement related issues were discussed. She thanked the vendors, organizations, and staff for their efforts on the Community Celebration.

**Mayor DuBois** stated that he has provided the contact information for the Lake Park Historical Society for the Town contact database. He noted that he has requested contact information from Kiwanis and other organizations. He requested that the other Commissioners contact other organizations in the Town for their contact information for the Town database. Thanked everyone for their participation in the Community Celebration event. He offered suggestions for having a safe 4<sup>th</sup> of July. He thanked Vice-Mayor Glas-Castro for her work on the Palm Beach League of Cities Code Enforcement Task Force. He encouraged the Commissioners to participate in the various Palm Beach County League of Cities Committees and Task Forces.

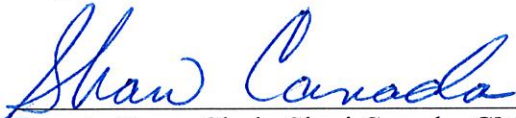


## ADJOURNMENT

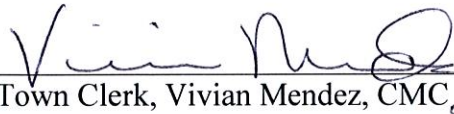
There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner Flaherty, and by unanimous vote, the meeting adjourned at 8:55 p.m.



Mayor James DuBois



Deputy Town Clerk, Shari Canada, CMC



Town Clerk, Vivian Mendez, CMC



Approved on this 17 of July, 2013



Exhibit "A"  
7/3/2013

## Town of Lake Park Town Commission

### Agenda Request Form

Meeting Date: June 19, 2013

Agenda Item No. *Tab 3*

**Agenda Title:** TEXT AMENDMENT TO SECTION 78-71 TO INCLUDE AN "ANIMAL SERVICE ESTABLISHMENT" USE AS A SPECIAL EXCEPTION USE, AND "ANIMAL DAY CARE ESTABLISHMENT", "ANIMAL GROOMING ESTABLISHMENT", "ANIMAL INDOOR TRAINING CENTER", AND "PET SHOP" USE AS A PERMITTED USE WITHIN THE C-1 BUSINESS DISTRICT, AS WELL AS CREATING A "SPECIAL EXCEPTION" SUBSECTION TO THE C-1 BUSINESS DISTRICT TO INCLUDE SOME EXISTING C-1 PERMITTED USES AND THE NEW "ANIMAL SERVICE ESTABLISHMENT" USE AS A SPECIAL EXCEPTION USE. MODIFICATION TO SECTION 78-2 TO INCLUDE DEFINITIONS FOR THE VARIOUS USES BEING AMENDED IN THE C-1 BUSINESS DISTRICT.

- [ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA  
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS  
[X] PUBLIC HEARING ORDINANCE ON 1<sup>st</sup> READING  
[ ] NEW BUSINESS  
[ ] OTHER: \_\_\_\_\_

Approved by Town Manager *DSS* Date: 6/24/13

Nadia Di Tommaso / Community Development Director  
Name/Title

<b>Originating Department:</b>  Community Development	Costs: \$ 1,250 plus required advertisement(s) Funding Source: Applicant ("Barkley's") Acct. # 4649 [ ] Finance _____	<b>Attachments:</b>  → Staff MEMO → Staff Report → Ordinance 08-2013 → Exhibit "A" Table of Contents PBC Animal Care and Control Ordinance → Exhibit "B" Section 10-155 – Noise Level Chart → Exhibit "C" Section 11-1 – Definition for Domesticated Animal
<b>Advertised:</b> Date: <i>N/A on first reading</i> Paper: _____ [ ] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u>ND</u> _____ or Not applicable in this case _____ <b>Please initial one.</b>

### Summary Explanation/Background:

At the June 19<sup>th</sup> Town Commission meeting, the item was postponed due to an inconsistency in the Ordinance title which was pointed out by the Town Attorney. Being that this item is being heard again on 1<sup>st</sup> hearing, this will be the Town Commission's third opportunity to propose any previously discussed desired changes, as well as any new modifications, that meet the majority of the

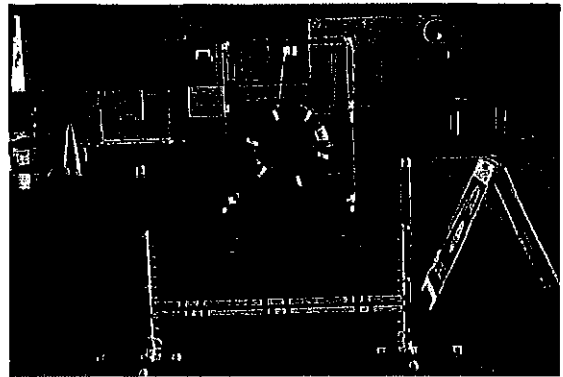
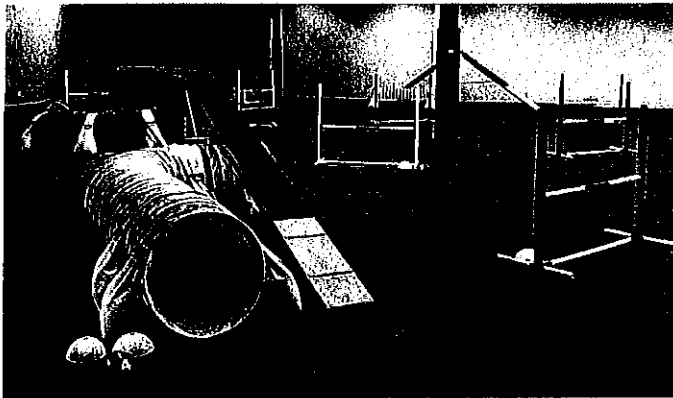
Commission's approval. The only change from the original language which has been proposed based on the previous commentary is to the notation regarding outdoor areas. While certain uses are being proposed as permitted indoor uses as there are innovative ways of ensuring that certain 'exterior' habits for these units are creatively conducted indoors and properly climate and odor controlled (see example images below), staff extended the 'outdoor areas' notation to any use having an outdoor component.

***General Examples (not specific to any type of facility in Town):***

**Indoor Recreation Area with Separate Potty Area**



**Indoor Dog Training Center**



At the June 5<sup>th</sup> Town Commission meeting, staff introduced a proposed Text Amendment to Section 78-2 (Definitions) and Section 78-71 (C-1 Business District) of the Code of Ordinances dealing with animals (and a few other housekeeping items). The basic intent of the amendment to the Code was to consider allowing Animal Service Establishments (which if authorized in the C-1 District would include outdoor areas for dogs as well as overnight boarding of animals). After considerable discussion, and one attempt to amend and then adopt the Ordinance, the item was postponed.

It seems that the item was postponed for a number of reasons:

- 1) It is unclear if a majority of the Town Commission will support Animal Service Establishments (and other similarly situated businesses) in the C-1 District.
- 2) If the Commission will give consideration to supporting Animal Service Establishments (and other similarly situated businesses) in the C-1 District, it is not clear if it should be done by right or by special exception.
- 3) Since the current Code does not have a certified mail notice provision to adjacent property owners for special exception applications, there was apparent opposition on moving forward with this Text Amendment since, if adopted, and as currently constructed, any special exception applicant would not be mandated to give formal notice of the special exception request to adjacent property owners.

Since the June 5<sup>th</sup> Commission meeting, staff has developed a scenario for the Town Commission to consider for going forward on this item:

- a) The criteria for Special Exception applications are governed under Section 78-184 of the Town Code. Staff will be submitting to the Planning & Zoning Board a recommendation for a Text Amendment to require certified mail notice to all property owners within 300 feet of any property which is part of a special exception application. Once this Text Amendment gets through the Planning and Zoning process, it will come to the Town Commission for consideration and approval.
- b) The Town Commission should reconsider the proposed Text Amendment for modifications to Section 78-2 (Definitions) and Section 78-71 (C-1 Business District) to determine if it wants to allow Animal Service Establishments (and other similarly situated businesses) in the C-1 Business District. This is a determination which should rest solely in the hands of the Town Commission. You may, or may not, want to allow such a use (or uses). If the Text Amendment is adopted as presented (or possibly modified), it will go to a second reading at the July 3<sup>rd</sup> Commission meeting.
- c) In the meantime, the Town currently has two (2) special exception applications which are pending in the Community Development Department. It is clear that the Code does not currently provide for certified mail notice to properties which are within 300 feet of the subject property of the application. However, in order to help these two applications to be as transparent as possible to the adjacent property owners, the Community Development Department either has, or will, send out certified mail notices as a courtesy to those adjacent property owners until the separate text amendment for a special exception notice requirement works its way through the legislative process.

**Recommended Motion:** I move to approve the Ordinance on first reading.



Exhibit "B"  
7/3/2013



## Town of Lake Park Town Commission

### Agenda Request Form

Meeting Date: July 3, 2013

Agenda Item No. *Tab 4*

**Agenda Title: Authorizing and Directing the Mayor to Execute an Interlocal Agreement on Behalf of the Town in a Lawsuit Brought Against Florida Public Utilities by the Town of Palm Beach**

- [ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA  
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS  
[ ] PUBLIC HEARING ORDINANCE ON \_\_\_\_ READING  
[X] **NEW BUSINESS**  
[ ] OTHER: \_\_\_\_\_

Approved by Town Manager *DSS* Date: 6/17/13

Dale S. Sugerman, Ph.D./Town Manager  
Name/Title

<b>Originating Department:</b>  <b>Town Manager</b>	Costs: \$ 0.00 Funding Source: Acct. # [ ] Finance _____	<b>Attachments:</b>  Draft Interlocal Agreement. Estimated cost of legal fees. Outline of case ROI.
<b>Advertised:</b> Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u><i>DSS</i></u> <b>Please initial one.</b>

### Summary Explanation/Background:

The Town of Palm Beach is bringing a lawsuit against Florida Public Utilities (FPU) because it is alleged that FPU is unilaterally assigning customers to rate classes which have a lower franchise fee calculation. In the case of the Town of Palm Beach, this means hundreds of thousands of dollars in lost revenue. The Town of Palm Beach is also suing FPU because they are taking an off-set to their franchise fee payments for the amount of property taxes that they pay to the Town. The Town of Palm Beach has invited eight (8) other municipalities to join them in this lawsuit. The Town of Lake Park has been invited to participate.

Our participation would be via an Interlocal Agreement (copy attached). The initial estimated cost to all parties to the lawsuit would be \$115,000.00. Assuming all parties agree to participate, the cost to

the Town of Lake Park would be under \$100.00 (this is due to the fact that the sample year for measuring participation was 2009; and Lake Park's franchise fee revenues were extremely low in 2009).

If some of the jurisdictions fail to join the Interlocal Agreement, then the Town's cost of participation would increase. But it is unlikely that our cost would be more than a few hundred dollars. Our upside (assuming we are successful in the lawsuit) could be in the range of \$7,000.00 to \$10,000.00 per year. It actually could be a bit more or it actually could be a bit less. And of course, should we not prevail in the lawsuit, then there is no upside.

Copies of the proposed complaint, along with the Interlocal Agreement are attached; as are some supporting documentation that shows the impact of the numbers for all 9 municipalities.

All that being said, it is recommended that the Commission authorize the Mayor to sign the Interlocal Agreement which would serve as notice to the Town of Palm Beach that we wish to be a party to the lawsuit.

**Recommended Motion:** I move to authorize and direct the Mayor to sign the Interlocal Agreement with the Town of Palm Beach and other Palm Beach County municipalities to bring a complaint against the Florida Public Utilities Corporation for failure to properly designate certain classes of customers and for failure to pay both the full amount of their franchise fee and property tax obligations.

Exhibit "C"  
7/3/2013



## Town of Lake Park Town Commission

### Agenda Request Form

Meeting Date: July 3, 2013

Agenda Item No. *Tab 5*

**Agenda Title: Designating the Town's Voting Delegate and Alternates to the Palm Beach County League of Cities**

- ☐ SPECIAL PRESENTATION/REPORTS ☐ CONSENT AGENDA  
☐ BOARD APPOINTMENT ☐ OLD BUSINESS  
☐ PUBLIC HEARING ORDINANCE ON \_\_\_\_ READING  
☒ **NEW BUSINESS**  
☐ OTHER: \_\_\_\_\_

Approved by Town Manager  Date: 6/14/13

Dale S. Sugerman, Ph.D./Town Manager  
Name/Title

<b>Originating Department:</b>  <b>Town Manager</b>	Costs: \$ <b>0.00</b> Funding Source: Acct. # [ ] Finance _____	<b>Attachments:</b>  Designation of Voting Delegate Form
<b>Advertised:</b> Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____ <b>Please initial one.</b>

### **Summary Explanation/Background:**

The Town is actively involved in the Palm Beach County League of Cities. Once per month the League holds a general membership meeting where votes of the body are taken on actions of the League. The Town gets to have one voting member cast the Town's vote at that monthly meeting. It is time for the Town Commission to designate who our voting delegate will be (as well as designating any alternates in case our delegate is unable to attend the monthly meeting).

**Recommended Motion:** I move to designate \_\_\_\_\_ as the Voting Delegate for the Town of Lake Park to the Palm Beach County League of Cities and to further designate \_\_\_\_\_ as alternates in the event that the Town's designee is unable to attend the monthly meeting.





Exhibit "D"  
7/3/2013

## Town of Lake Park Town Commission

### Agenda Request Form

Meeting Date: July 3, 2013

Agenda Item No.

Tab 6

**Agenda Title:** Review of the Finance Department's Accounting Policies and Procedures Manual

- ☐ SPECIAL PRESENTATION/REPORTS ☐ CONSENT AGENDA  
☐ BOARD APPOINTMENT ☐ OLD BUSINESS  
☐ PUBLIC HEARING ORDINANCE ON \_\_\_\_ READING  
☒ NEW BUSINESS  
☐ OTHER: \_\_\_\_\_

Approved by Town Manager \_\_\_\_\_

Date: 6/19/13

Blake K. Rane Finance Director  
Name/Title

BKR

<b>Originating Department:</b>  <b>FINANCE</b>	Costs: \$ -0- Funding Source: Acct. # [ X ] Finance __BKR__	<b>Attachments:</b>  <b>Town of Lake Park: Accounting Policies and Procedures Manual</b>
<b>Advertised:</b> Date: _____ Paper: _____ [ X ] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone ____ or Not applicable in this case __BKR__ <b>Please initial one.</b>

### Summary Explanation/Background:

For the past 12 years the firms auditing the Town of Lake Park's financial records have noted a deficiency in internal control titled "2001-1: Written Policies and Procedures". The essence of the comment is that there has been "no formal documentation or codification of the current policies and procedures" in the Finance Department.

The Finance Department staff has drafted the attached Accounting Policies & Procedures Manual which covers the primary financial processes and outlines the critical functions of the Finance Department. These together with detailed work plans (maintained at the department level) describe the tasks of each function of the department and the approved method of performing each function.

### Recommended Motion:

I move to approve the Accounting Policies and Procedures Manual





Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 3, 2013

Agenda Item No. *Tab 7*

**Agenda Title: REQUEST FOR SITE PLAN APPROVAL BY SHELLCO CONSTRUCTION COMPANY TO DEVELOP A ONE-STORY 5,250 SQUARE FOOT OFFICE/WAREHOUSE BUILDING ON GATEWAY ROAD.**

- ☐ SPECIAL PRESENTATION/REPORTS ☐ CONSENT AGENDA  
☐ BOARD APPOINTMENT ☐ OLD BUSINESS  
☐ PUBLIC HEARING ORDINANCE ON \_\_\_ READING  
☒ **NEW BUSINESS – RESOLUTION – PUBLIC HEARING/QUASI-JUDICIAL**  
☐ OTHER

Approved by Town Manager *[Signature]* Date: 6/25/13

Nadia Di Tommaso / Community Development Director  
Name/Title *[Signature]*

<b>Originating Department:</b>  Community Development	Costs: \$ Legal Ad Funding Source: Town Clerk Acct. # 106-48100 (recovered from Applicant) <i>*project costs covered by the Applicant*</i> <input type="checkbox"/> Finance _____	<b>Attachments:</b>  → Staff Report → Exhibit "A" - Town's Zoning Map and the Property's existing conditions → Resolution __07-13 (inclusive of exhibits "A" and "B") → Legal Ad → Copy of the Easement Agreement → *plans* available in the dropbox
<b>Advertised:</b> Date: 06-23-2013 Paper: Palm Beach Post <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <b>ND</b> or Not applicable in this case ____  <b>Please initial one.</b>

**Summary Explanation/Background:** PLEASE SEE STAFF REPORT.

**Recommended Motion:** I MOVE TO APPROVE RESOLUTION NO. \_\_07-13.



**TOWN LAKE OF PARK  
TOWN COMMISSION  
MEETING DATE: JULY 3, 2013**

**PLAN DESCRIPTION:** Site Plan Review for Shellco Construction Company to develop a one-story 5,250 square foot office/warehouse building on Gateway Road.

**APPLICANT'S REQUEST:** Shellco Construction Company ("Applicant") has submitted an application for Site Plan approval. The Applicant proposes the development of an office/warehouse use on a vacant lot located at Gateway Industrial Park Lot 8 ("Property"). The Property is owned by LPJ Properties Incorporated ("Owner"). The Applicant is proposing a 5,250 square foot development on a 1.0036 acre site. The Property is located in the C-4 Commercial District (see *Exhibit A for the Town's Zoning Map and the Property's existing conditions*). The Applicant also requested a series of variances related to the Code's landscaping requirements which were approved by the Planning and Zoning Board at its June 3, 2013 meeting. The approved variances include:

- (1) The north landscape buffer requires eight (8) shade trees → The Applicant is proposing six (6) double-standing palm trees (total 12). The west side landscape buffer requires seven (7) shade trees → The Applicant is proposing six (6) double-standing palm trees (total of 12). The east landscape buffer requires six (6) shade trees → The Applicant is proposing two (2) single-standing palm trees. **THE APPLICANT CANNOT MEET THE TOWN'S REQUIREMENTS BECAUSE THE PERIMETER BUFFER TREE TYPE AND NUMBER REQUIREMENT CONFLICTS WITH THE FLORIDA POWER AND LIGHT (FPL) AND SEACOAST UTILITY AUTHORITY (SUA) RESTRICTION ON TREES WITHIN THEIR RESPECTIVE EASEMENTS.**
- (2) The Town Code of Ordinances requires that the site plan incorporate at least 75 percent of the plantings from the Town's Preferred Plant List. The Applicant is providing 61 percent of trees and plants from the Town's Preferred Plant List. The Applicant is proposing the installation of palm trees to meet the Code requirement of shade trees. Palm trees are not considered to be shade trees in the Code. In order to meet the Code's requirements, the Applicant proposes the installation of more than 50 percent palm trees. **THE APPLICANT CANNOT MEET THE TOWN'S REQUIREMENTS BECAUSE THE TREE TYPE AND QUANTITY REQUIREMENT CONFLICTS WITH THE FPL AND SUA'S RESTRICTION ON TREES WITHIN THEIR RESPECTIVE EASEMENTS.**
- (3) The Town Code requires all "required" trees to be a minimum of 12 feet in height. The Application is proposing 8-foot palm trees along the north property line inasmuch as 12-FOOT TREES ARE NOT PERMITTED PER FPL'S OVERHEAD POWER LINES.

**The above-referenced variances have all been considered by the Planning and Zoning Board and NO FURTHER ACTION ON THESE VARIANCES is required by the Town Commission.**

**STAFF RECOMMENDATION:** Staff recommends APPROVAL of the Site Plan subject to the conditions of approval.

**PLANNING AND ZONING BOARD RECOMMENDATION: Approval 4-0** (June 3, 2013 meeting), subject to the conditions of approval proposed by staff and the variances already approved by the Planning and Zoning Board.

**BACKGROUND:**

Applicant(s): Shellco Construction Corporation  
Owner(s): LPJ Properties Inc.  
Address/Location: Gateway Rd.  
Net Acreage: 1.0036 acres  
Legal Description: Gateway Industrial Park Lot 8  
Existing Zoning: Commerical-4  
Future Land Use: Commercial Light Industrial

**Adjacent Zoning**

North: Commerical-4  
South: Commerical-4  
East: Commercial-4  
West: Commercial-4

**Adjacent Existing Land Use**

North: Commercial Light Industrial  
South: Commercial Light Industrial  
East: Commercial Light Industrial  
West: Commercial Light Industrial

**CONSISTENCY WITH THE COMPREHENSIVE PLAN**

The Applicant's proposed Site Plan is consistent with the overall intent of the goals, objectives and policies of the Town's Comprehensive Plan. The following policies demonstrate the consistency of the proposed office/warehouse use with relevant Objectives and Policies of the Comprehensive Plan:

**Future Land Use Element**

**Objective 1:** Future growth and development shall be managed through the preparation, adoption, implementation and enforcement of land use regulations which: ... (3) encourage redevelopment, renewal or renovation, that maintains or improves existing neighborhoods and commercial areas; ... (5) discourage the proliferation of urban sprawl.

**Policy 1.5:** The Town shall encourage development and redevelopment activities which will substantially increase the tax base while minimizing negative impacts on natural and historic resources, existing neighborhoods and development, and adopted Levels of Service standards.

*The Applicant is proposing to develop a vacant lot that is currently surrounded by existing developed parcels which are developed with uses which would be compatible with the proposed use of the Property. The development of the Property will increase the Property's assessed value, which will in turn increase the Town's tax base. The Applicant's proposed office/warehouse building, with appropriate architectural features and facades, would improve the aesthetics of Gateway Road.*

**Objective 2 Policy 2.1:** The owner of any site shall be responsible for the on-site management of stormwater runoff in a manner so that post-development runoff rates, volumes and pollutant loads do not exceed those prescribed by the South Florida Water Management District (“District”).

*The Town's contracted Engineer has reviewed the Application which proposes a zero percent runoff and 100 percent onsite retention and has confirmed that this condition has been satisfied for Site Plan approval.*

**Objective 3.** All development orders and permits for future development and redevelopment activities shall be issued only if public facilities necessary to meet Level of Service standards are available concurrent with the impacts of the development.

*The Application is consistent with Objective 3 because the Town's contracted Engineer has determined that the additional development will not cause any of the affected roadways to exceed the County's Level of Service standards.*

**Objective 5.** As a substantially built-out community in an urbanized area, the Town shall promote redevelopment and infill development in a manner that is considerate to existing neighborhoods and uses, the built and natural environments, and neighboring jurisdictions.

*The Applicant is proposing infill development on a vacant parcel in the Town's commercial district. The uses are not so proximate to existing residential neighborhoods so as to create adverse impacts.*

#### **4.0 Traffic Circulation**

**Policy 1.3:** The Town will continue to utilize the County's Traffic Performance Standards.

*The Applicant has submitted a Traffic Concurrency Letter from the Palm Beach County Engineer confirming that the application satisfies the countywide Traffic Performance Standards (“TPS”) and therefore meets the County's traffic concurrency requirements.*

#### **6.0 Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge**

**6.62 Objective 1.** The Town shall ensure through the land development approval process that, at the time a building permit is issued, adequate public facility capacity is available.

*Although the Property is currently vacant, the Property already has easements and some underground infrastructure in place from a previous construction plan that was not completed. In particular, SUA and FPL have easements that run parallel to the north property line and extend from the front of the Property to the rear.*

*The Town also has an existing drainage pipe that dates back to the original Gateway Industrial Park drainage system that was put in place years ago. The Resolution approving the Site Plan will require as one of the conditions of approval that the Owner enter into a drainage easement agreement with the Town prior to the issuance of the building permit. The drainage easement agreement is necessary for the entire north property line extending five (5) feet on each side of the centerline of the pipe and is reflected on the updated survey provided with this agenda item. The drainage easement agreement has already been submitted to the Town's Community Development Department and reviewed by the Town Attorney, who has approved the agreement. The Applicant is now required to record both the updated survey and drainage easement agreement with Palm Beach County and provide two certified copies to the Town's Community Development Department.*

*The Town's contracted Engineer reviewed the plans and has deferred the review of the water and sewer components to SUA, the Florida Department of Environmental Protection and Palm Beach County Fire Rescue. All approvals will be required prior to the building permit being issued and is listed as a condition of approval (see #13 in the list of proposed conditions).*

## **8.0 Conservation**

**Objective 1:** Protect air quality within the Town of Lake Park.

**Policy 1.1:** Construction practices such as seeding, wetting, and mulching which minimize airborne dust and particulate emission generated by construction activities shall be undertaken in accordance with all applicable National Pollutant Discharge Elimination System (NPDES) standards.

*Although the implementation of these construction practices would be beneficial to the protection of air quality, and the environment in general, the Town's contracted Engineer did not request that the Applicant utilize these construction practices because the Property is under the threshold for requiring these best management practices; however, the Town staff has included as a condition of approval to require that the Owner employ these best management practices.*

**Objective 3:** Conserve potable water supplies

*The Application is consistent with the Objective 3. The Florida Building Code specifies water conservation fixtures and the Owner has committed to the use of these fixtures as part of the expansion. A condition of the approval will require the use of specific water conservation fixtures.*

## **PROJECT DETAILS:**

**Building Site:** The Property is located in the Commercial-4 (C-4) Zoning District with a future land use designation of Commercial and Light Industrial and is also within the Town's Bioscience Land Use Protection Overlay (the "Overlay"). The use of a 5,250 square foot office/warehouse business is a use permitted within the C-4 Zoning District and is consistent with the future land use designation of Commercial/Light Industrial. The Overlay was established pursuant to an Interlocal Agreement between Palm Beach County and four municipalities to prevent the conversion of industrial and certain commercial uses to residential or retail uses. Since this application does not propose the conversion of existing uses to commercial retail or residential uses, it is not inconsistent with the Overlay.

**Site Access:** The proposed structure is located on a 1.0036 acre parcel on Gateway Road. The Property is only accessible through the Gateway Road entrance/exit (westbound).

**Traffic:** The Palm Beach County's Traffic Engineering Division has approved the Applicant's proposed vehicular circulation plan and provided confirmation via their letter dated April 26, 2013 which is also included with this agenda item.

**Landscaping:** The Applicant requested three (3) variances which were subject to a separate application and a separate quasi-judicial proceeding wherein the Planning and Zoning Board rendered a Final Order approving all three variances.

The Applicant has met all other requirements in the Town's landscaping Code-namely, hedge materials along the perimeter buffers; foundation plantings using a combination of hedges and other plants;

dumpster screening requirements with an additional landscaped area in the rear; monument sign landscaping; as well as a landscaped entry point along Gateway Road.

*Maintenance of landscaping and of plant height is conditional and all hedge material shall be maintained at a four foot height.*

**Drainage:** The Town's contracted Engineer has reviewed the application which proposes a zero percent runoff and 100 percent onsite retention and has satisfied this condition for site plan approval. The Town also has an existing drainage pipe that dates back to the original Gateway Industrial Park drainage system that was put in place years ago. The Resolution approving the site plan will require as one of the conditions of approval that the Owner enter into a drainage easement agreement with the Town prior to the issuance of the building permit. The drainage easement agreement is necessary for the entire north property line extending five (5) feet on each side of the centerline of the pipe and is reflected on the updated survey provided with this agenda item. The drainage easement agreement has already been submitted to the Town's Community Development Department and reviewed by the Town Attorney, who has approved the agreement. The Applicant is now required to record both the updated survey and drainage easement agreement with Palm Beach County and provide two certified copies to the Town's Community Development Department.

**Parking:** There are 25 parking spaces being proposed. Pursuant to the Town Code, 25 parking spaces are required, as follows: four spaces per 1,000 square feet of office space (13 spaces-inclusive of one ADA space); one space per 2,000 square feet of warehouse space (1 space); and one space per employee during the maximum shift of employment (10 spaces).

**Signage:** The Applicant is proposing a monument sign at the entrance. The proposed monument sign, as shown in the site plan detail, is consistent with the Town's Sign Code and has the appropriate landscaping around it as required per Code.

**Zoning:** The Property is within the Town's C-4 Zoning District. An office/warehouse is a permitted use within this zoning district.

**Design:** The Applicant's elevations meet the Town's Architectural Design Guidelines by incorporating a varied roof line, consistent color palette, and architectural details on all sides of the proposed structure.

**Fire:** Palm Beach County Fire Rescue reviewed the site plan package and has no pending comments.

**PBSO:** Town staff evaluated the application for its consistency with Crime Prevention through Environmental Design (CPTED). Staff determined that the Applicant has provided a site plan with sufficient lighting, exterior hardening surveillance, and access control to meet CPTED.

#### **STAFF COMMENTS:**

Staff recommends **APPROVAL** of the site plan subject to the following conditions:

1. The Owner shall develop the Property consistent with the following plans submitted by the Applicant:
  - a. Site Plan referenced as SP-1, prepared by J-W Engineering Inc., signed and sealed 05/28/2013 and received and dated by the Department of Community Development on 05/29/2013.

- b. Paving, Drainage and Utilities plans referenced as C-1, C-2 and C-3 respectively, and prepared by J-W Engineering Inc., signed and sealed 06/13/2013 and received and dated by the Department of Community Development on 06/14/2013.
  - c. Landscaping and Irrigation plans referenced as L-1, IP-1 and IP-2 respectively, and prepared by Maureen Smith Landscape Architect, signed and sealed 05/29/2013 and received and dated by the Department of Community Development on 05/29/2013.
  - d. Survey referenced as Job No. 13-01-035, prepared by Brennan Surveying Inc. signed and sealed 05/16/2013 and received and dated by the Department of Community Development on 06/05/2013.
- 2. The Owner's successors and assigns shall be subject to the approved Development Orders for the Property, including conditions.
  - 3. Construction is permitted only between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday, except holidays, unless otherwise approved at least 7 calendar days in advance and in writing by the Community Development Director.
  - 4. Any proposed disturbance of the public right-of-way along Gateway Road which causes a disruption to the normal flow of traffic shall be subject to the review and written approval of the Directors of the Town's Public Works and Community Development Departments.
  - 5. Any proposed disruption to any of the surrounding entrance/exit streets and parking areas along Gateway Road which causes the disruption of the daily operation of nearby businesses shall require prior written approval by the Community Development Director.
  - 6. The Owner's contractor must always employ commonly accepted construction practices.
  - 7. All landscaping as shown on the Site and Landscaping Plans shall be continuously maintained by the Owner from the date of the issuance of the Certificate of Occupancy by the Town. The Owner shall be responsible for replacing any and all dead or dying landscape material at any time to remain in compliance with the landscaping requirements of the approved Site Plan and this approval.
  - 8. The hedge material for the Property shall be maintained at 4 feet.
  - 9. Safe and adequate pedestrian passage shall be maintained along the Property's frontage along Gateway Road.
  - 10. The Owner shall require that the Contractors use commonly accepted best management practices to reduce airborne dust and particulates during construction on the Property. This includes, but is not limited to seeding, wetting, and mulching to minimize particulate emissions generated during construction.
  - 11. All dumpsters shall be enclosed and the dumpster doors shall be kept closed at all times. All dumpsters shall be acquired from the approved franchise supplier for the Town of Lake Park. The Site Plan shall be modified to indicate that the dumpster opening shall have a 12 foot x 10 foot opening.
  - 12. Prior to issuance of the Certificate of Occupancy, the Applicant shall provide certification from the Landscape Architect of record that the plant installations on the subject Property is in accordance with the approved Site and Landscaping Plans.

13. Prior to the issuance of any building permits, the Applicant shall submit copies of all other permits required by other governmental agencies, including but not limited to Palm Beach County Health Department, SUA, Palm Beach County Land Development Division, South Florida Water Management Division, Palm Beach County Fire Rescue and the State of Florida Department of Environmental Protection.
14. Two certified copies of the approved and recorded drainage easement agreement reflecting a 10 foot utility easement which is being provided to the Town is required prior to the issuance of any development permit.
15. Any revisions to the approved Site Plan, landscape plan, architectural elevations, signs, Statement of Use, photometric plan, or other detail submitted as part of the application including, but not limited to, the location of the proposed improvements or additional, revised, or deleted colors, materials, or structures, shall be submitted to the Community Development Department and shall be subject to its review and approval.
16. **The Owner shall initiate bona fide and continuous development of the Property within 18 months from the effective date of this Resolution. Such development shall be completed within 18 months from the effective date of initiation of development; unless extended as provided for in the Town of Lake Park Code of Ordinances Section 67-42 *Expiration of development approvals*.**
18. **Cost Recovery.** All fees and costs, including legal fees incurred by the Town in reviewing the Application and billed to the Owner shall be paid to the Town within ten (10) days of receipt of an invoice from the Town. Failure by an Owner/Applicant to reimburse the Town within the ten (10) day time period may result in the automatic revocation of any approvals by the Town and any other appropriate measures that the Town deems necessary and appropriate to secure payment.





# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, July 3, 2013,  
Immediately Following the  
CRA Board Meeting  
Lake Park Town Hall  
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Michael O'Rourke	—	Commissioner
Kathleen Rapoza	—	Commissioner
.....		
Dale S. Sugerman, Ph.D.	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, CMC	—	Town Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS

None

D. PUBLIC COMMENT:

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

E. CONSENT AGENDA: All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

**F. OLD BUSINESS:**

None

**G. PUBLIC HEARINGS - ORDINANCE ON FIRST READING:**

3. Ordinance No. 08-2013 Text Amendment to Section 78-71 to include an "Animal Service Establishments" use as a Special Exception use, and "Animal Day Care Establishment", "Animal Grooming Establishment", "Animal Indoor Training Center", and "Pet Shop" use as a Permitted Use within the C-1 Business District, as well as creating a "Special Exception" subsection to the C-1 Business District to include some existing C-1 Permitted Uses and the new "Animal Service Establishment" use as a Special Exception Use. Modification to Section 78-2 to include definitions for the various uses being amended in the C-1 Business District.

Tab 3

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 78, ARTICLE I, SECTION 78-2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "DEFINITIONS" CREATING NEW DEFINITIONS; PROVIDING FOR AMENDMENTS TO CHAPTER 78, ARTICLE III, SECTION 78-71 OF THE TOWN'S CODE OF ORDINANCES TO ANIMAL DAY CARE ESTABLISHMENT, ANIMAL INDOOR TRAINING CENTER, ANIMAL GROOMING ESTABLISHMENT, AND PET SHOP AS PERMITTED USES AND ANIMAL SERVICE ESTABLISHMENT AS A SPECIAL EXCEPTION USE IN THE C-1 BUSINESS DISTRICT; PROVIDING FOR THE RECLASSIFICATION OF THE PERMITTED USES OF AUTOMOTIVE SERVICE STATION, FUNERAL HOME, HOSPITAL, SANITARIUM OR MEDICAL CLINIC, MOTEL/HOTEL, SUBSTANCE ABUSE TREATMENT FACILITIES, AND VEHICLE SALES AND RENTALS AS SPECIAL EXCEPTION USES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

**H. PUBLIC HEARINGS – ORDINANCE ON SECOND READING:**

None

**I. NEW BUSINESS:**

4. Authorizing and Directing the Mayor to Execute an Interlocal Agreement on Behalf of the Town in a Lawsuit Brought Against Florida Public Utilities by the Town of Palm Beach

Tab 4

5. Designating the Town's Voting Delegate and Alternate to the Palm Beach County League of Cities

Tab 5

6. Approval of Accounting Policies and Procedures Manual

Tab 6

**J. PUBLIC HEARINGS – QUASI-JUDICIAL HEARING:**

7. Resolution No. 14-07-13 Site Plan Approval for a 5,250 square foot, Single-Story Office/Warehouse Building to be Located on Gateway Road

Tab 7

**K. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:**

**L. ADJOURNMENT**

**Next Scheduled Regular Commission Meeting will be held on Wednesday, July 17, 2013**